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11 August 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Management Staff Activities

1. A meeting on the subject was held on 26 July 83. In attendance were:
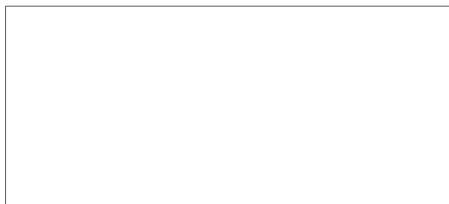
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2. [blank] opened the meeting by stating that the Management Staff should be doing more in the areas of Directorate-wide studies, objective analysis, and exploring topics of concern to the DDA and ADDA. As an example of the types of studies, he suggested that the reorgnaization of the Directorate might be a useful topic.

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3. The proper location of the Safety Staff was used as a point of departure for this discussion. After some deliberation, all parties agreed that the Safety Staff should probably be placed within the Office of Medical Services (OMS). This is because the Safety Staff's "charter" is concerned with the health and well being of Agency employees as is OMS, some of its services are parallel to those of OMS, and organizationally, a better coordinated safety program would result with Safety Staff being part of OMS. Given the latter's relatively small size, it could easily absorb the Safety Staff.

4. Other Directorate organizational matters were then discussed. One of the subjects discussed was the possibility of a "universal MZ career service" for computer professionals. This concept is by no means new, but the rapid increase in automation and need for hardware/software expertise throughout the Agency have highlighted the perceived problem. Components are creating data processing positions, in some cases, filling them with former ODP personnel. The result is that there are discrepancies in pay and benefits because of the inability of many components to adequately evaluate data processing performance. It is felt that like finance officers, all data processing professionals should belong to one career service so that equitable personnel practices can be exercised, standardized data processing practices can be enforced as necessary, and a service "pool" can be provided to better meet overall Agency needs.

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5.   Finally, the question of the overall DA organization was discussed. Perhaps the Directorate should be organized in a more functional manner--Financial Services, Physical Services, Personnel Services, Information Services, and Other Services, for example. One of the factors to be considered is the fact that currently some offices have both a regulatory/enforcement responsibility as well as support responsibilities. Therefore, a structure which more clearly isolates these two responsibilities into separate entities might be worth pursuing. All agreed that this matter required more thought and all would consider the various factors involved as they surfaced in day-to-day operations.

6.   The group will reconvene soon to continue this discussion in late September or October.

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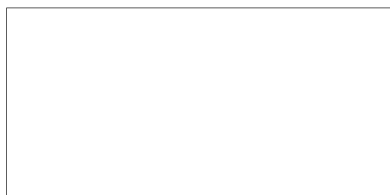
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